

**[ CSC MEMORANDUM CIRCULAR NO. 04, January  
22, 1991 ]**

**POLICY ABSENTEEISM AND TARDINESS**

The Civil Service Commission, pursuant to its mandate as the central personnel agency of the government, hereby promulgates the following guidelines and rules on absenteeism and tardiness:

**A. Habitual Absenteeism**

1. An officer or employee in the civil service shall be considered habitually absent if he incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credit under the leave law for at least three (3) months in a semester or at least three (3) consecutive months during the year;

2. In case of claim of ill health, heads of department of agencies are encouraged to verify the validity of such claim and, if not satisfied with the reason given, should disapprove the application for sick leave. On the other hand, cases of employees who absent themselves from work before approval of their application should be disapproved outright; and,

3. In the discretion of the Head of any department, agency or office, any government physician may be authorized to do a spot check on employees who are supposed to be on sick leave. Those found violating the leave laws, rules or regulations shall be dealt with accordingly by filing appropriate administrative cases against them.

**B. Habitual Tardiness** — Any employee shall be considered habitually tardy if he incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least (2) months in a semester or at least two (2) consecutive months during the year.

**C. Sanctions** — (1) The following sanctions shall be imposed for violation of the above guidelines:

a. for the first violation, the employee, after due proceedings, shall be meted the penalty of 6 months and 1 day to 1 year suspension without pay;

b. for the second violation, and after due proceedings, he shall be dismissed from service.

Reports on punctuality and attendance of all employees should be submitted to the Personnel Office or Administrative Officer of every department or agency not later than two (2) weeks after the end of every semester (June and December).

Heads of Department or Agencies shall oversee the strict implementation of this Circular and may prescribe their own internal rules and regulations in the use of bundy clock, logbook, pass slip, and/or application for leave of absence.